

## PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES

### THURSDAY, August 12, 2010

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:14 pm by Steven Ferguson, Chairperson.

#### ROLL CALL

**Present .....** Members Prouty, Ferguson, DePalo, Yegparian

**Absent...** Member Layfer

**Staff Present...** Director Chris Daste, Deputy Directors Jan Bartolo, Marisa Garcia, Teri Stein, Gaby Flores; Administrative Officer Johnathan Frank, Acting Recording Secretary Paula Ohan

#### APPROVAL OF MINUTES

Minutes approved for June (passed 4-0).

#### PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

#### WRITTEN COMMUNICATIONS

None.

#### ORAL COMMUNICATIONS

Mike Nolan addressed the Board.

#### ANNOUNCEMENTS

Upcoming events were announced.

#### NEW BUSINESS

##### **1. DeBell Golf Course Annual Report**

Mr. Scozolla gave his annual report on the DeBell Golf Course. He briefly reviewed rounds of golf, youth programs, rates, online services, tee renovations, tournaments and the state of the golf industry.

In response to questions from the Board, Mr. Scozolla clarified that rounds of golf for tournaments count as one regular 18-hole round per participant. He did not know which specific courses would be closing in the future. He added that when players reserve an online tee time, they receive a confirmation email, which includes information on the no-show policy. The golf course's marketing now includes participation in social medias. Mr. Scozolla mentioned the possibility of instituting a VIP referral program and a twilight couples league.

**ACTION** Note and File

##### **2. Save the Los Angeles River Studio City Open Space Conservation Initiative**

Mr. Frank reported that the non-profit organization, Save the Los Angeles River Studio City Open Space Conservation Initiative (SLAROS), is dedicated to the permanent preservation of the last remaining open space along the L.A. River in the San Fernando Valley. The 16-acre site in Studio City is primarily used as recreational space (small golf course, putting green, driving range and tennis courts). In 2008, a proposal was submitted to transform the site into a 200-unit senior complex. SLAROS recognizes the site for its benefits to the community and wants to develop a natural river-oriented park. The project is currently funded by donors. Their goal is to continue to educate the community and provide supporters regarding the upside of keeping area as open space.

After discussion by the Board, Mr. Ferguson made a motion to draft a letter to City Council, on behalf of the Board, requesting that they take a position of support for the project and to write another letter of support directly to the organization on behalf of the Board. Mr. Yegparian seconded the motion. All Boardmembers agreed.

**ACTION** Motion made by Mr. Ferguson (seconded by Mr. Yegparian) to draft a letter to City Council, on behalf of the Board, requesting that they take a position of support for the project and to write another letter of support directly to the organization on behalf of the Board (passed 4-0).

##### **3. Review of FY 2010-2011 Adopted Budget**

Mr. Frank reported that the Park, Recreation and Community Services Department's fiscal year adopted budget is approximately \$16.7 million (a decrease of \$1.4 million from last year). The decrease reflects the Department's 5% budget reduction of approximately \$626,730 (which is \$949 over the required 5% of \$625,781). Reductions included: Rose Parade and Burbank on Parade donations, Halloween carnivals, summer daze camp lunch, Veterans Day flyovers, private contractual services, and office supplies. In 2010-11, staffing decreased by 19.887, largely attributed to the consolidation of the Transportation program. Nine full-time Transportation positions were reallocated to CDD. Revenue enhancements were identified at prior board meetings. Also approved were requested of

\$6,000 for Jordan Middle School and \$6,000 for Burbank High School custodial services, and an additional \$5,000 to provide aerial fireworks at the Starlight Bowl. Adopted CIP's included a feasibility study to potentially develop a spray park. Requests for on-going money included irrigation repairs, Johnny Carson Park redesign, and Tennis Center improvements. Adopted one-time use funding included the centennial celebration, parkway tree planting, Valley Park expansion, and Park Patrol program. There was also a \$103,000 estimated Park User Fee that was not submitted to Council, which will be discussed this winter in relation to the Park Patrol program.

In response to a question from a Boardmember, Mr. Frank clarified that the spray park feasibility study money would include the design and any leftover funds would be applied towards construction.

**ACTION** Note and File

#### **4. Review of FY 2010-2011 Proposed Work Program Goals**

Mr. Frank reviewed highlights of the completed 2009-10 Work Program items, including: completion of park signage and entry landscaping for Maxam Park, replacement of Stough Park restrooms, sports field lighting at Brace and Izay Parks, continued examination of the idea to consolidate the Burbank and Glendale armories, commencement of construction of the Joslyn computer lab, installation of outdoor exercise equipment at Tuttle Senior Center, BUSD athletic field improvements, acceptance of the delivery of a hydrogen-hybrid fuel cell bus, completed installation of the Dr. David Burbank statue and landscaping at Five Points, selection of a third art installation for Chandler Bikeway, implementation of the first year of the Cultural Arts Plan, evaluation of the reprogramming of the Roller Hockey Rink, the implementation of the Aquatics Masterplan and completed documents for the Verdugo Pool.

The City Council's goals for 2010-11 included: the Police Department, Financial stability and budget efficiency, economic development, infrastructure/transportation, traffic and planning, sustainability and a Strategic communication plan. Mr. Frank highlighted the items that would be completed during fiscal year 2010-2011: reevaluate the feasibility of developing a park user fee to fund the Park Patrol Program, establish a grading system to assess trees and tree canopy coverage throughout the City, develop a community-wide engagement plan for Burbank's Centennial celebration, complete a schematic design phase for the redesign of Johnny Carson Park, complete the schematic design phase for the development of a joint use facility at Lundigan Park, complete the design phase for the automated sports field lighting at Gross Park, Foy and Valley Parks, complete the design phase of the expansion of the Skate park, complete irrigation improvements at Brace Park, complete design and begin construction at Verdugo park pool modernization project, develop a comprehensive historical document explaining the naming of each park facility, update the art in Public Places brochure and map, research and develop rules and policies for BMX users at skatepark, seek sites for a pilot community garden, explore the feasibility of adding a dog park, work with the Cultural Advisory Committee to develop a Cultural Arts Commission and website, develop and launch an interactive youth website, begin strategic planning to prepare appropriate programming for seniors in the 55-65 age range, enhance, implement and evaluate the customer service survey for various programs. Performance measure goals were briefly highlighted on the Forestry Division's planting, trimming and pruning of City street and park trees, the implementation and maintenance of a high level of adult sports participation in leagues, provision of quality childcare for elementary and middle school-aged children during summer, spring and holiday vacations, provision of a wide variety of quality special interest classes for participants ranging from pre-school to adult, and the provision of volunteer community service opportunities for senior adults through the RSVP program.

**ACTION** Note and File

#### **5. Board Liaison Elections**

The Board decided to keep their current liaison roles.

**ACTION** Mr. Yegparian made a motion (seconded by Mr. Prouty) that the Boardmembers maintain their current liaison assignments (Passed 4-0)

#### **OLD BUSINESS**

##### **1. City Council Agenda Items**

Mr. Daste reported on the following City Council items: July 27: Management Services presented the Department's consolidation of the Landscape Manager positions and the promotion of two Leadworkers to Supervisors (approved), and Council also approved the 2011 Rose Float rendering. Future items include- August 17: Request for continuance of appropriations, August 24: Work Program presentation, August 31: request for the establishment of a Cultural Arts Commission, and Management Services' presentation of the Department's request to create an Assistant Director position and change the job description for the Deputy Director position.

Mr. Ferguson called the item pertaining to the Assistant Director position an *emergency item* and Mr. Yegparian seconded for discussion, passing 3-1. There was discussion among the Board and staff on the subject. Several motions were made for discussion purposes only by Mr. Ferguson. A final motion was made by Mr. Ferguson that the Board write a letter to the City Manager expressing their concern that the Deputy Director position should be frozen and that the other Deputy Director position not be reclassified to Assistant Director (seconded by Mr. Yegparian) After additional discussion, the Board voted 3-1 against the motion. Motion did not pass.

**ACTION** Mr. Ferguson made a motion that the Board write a letter to the City Manager expressing their concern that the Deputy Director position should be frozen and that the other Deputy Director position not be reclassified to Assistant Director (seconded by Mr. Yegparian) After additional discussion, the Board voted 3-1 against. Motion did not pass.

## **REPORTS**

### **1. Senior Board**

Mr. DePalo reported that new officers had been elected.

**ACTION** Note and File

### **2. Transportation Task Force**

Mr. Yegparian reported that there were discussions on the proposed intermodal transit center near the airport.

**ACTION** Note and File

### **3. Art in Public Places Committee**

Mr. Ferguson reported that there was discussion pertaining to the art at Empire and Buena Vista, most of which was approved.

**ACTION** Note and File

## **ADDITIONAL COMMENTS FROM AUDIENCE**

Mike Nolan addressed the Board.

## **ADDITIONAL COMMENTS FROM BOARD AND STAFF**

Mr. DePalo commented on several events. He added that the criteria committee for the Walk of Fame would meet next week and the event would take place in October. Mr. Yegparian asked that the verbiage including the words "under the jurisdiction of" be taken off the public speaker Comment Cards (the item would be agendaized next month). Mr. Ferguson requested an agenda item be added next month regarding the procedures on how certificates are awarded. Mr. Ferguson asked that the subject of neighborhood Town Hall meetings be agendaized for discussion.

## **ADJOURNMENT**

The meeting adjourned at 8:24 pm.

**CHAIR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_ **Date:** \_\_\_\_\_